

## Other considerations

If you are a new tenant, check to see if the business use you are proposing is allowed in the zone. Call the City of Othello Building and Planning Department for zoning information at (509) 488-3302.

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# Certificate of Occupancy

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[www.othellowa.gov](http://www.othellowa.gov)

## What is a Certificate of Occupancy?

A Certificate of Occupancy is issued to identify that a building (or portion thereof) has been inspected by the Building Official for the intended use and no code violations have been found.

Most new building and structures, including single family residences, duplexes and triplexes, require a Certificate of Occupancy when they are complete, ready for and prior to occupancy of the building.

For new construction, a Certificate of Occupancy is issued after the completion of the building and site improvements when the building passes final inspection.

**Note: All permits/safety inspections must be issued prior to work commencing or occupancy of the space or building. Issuance of a Certificate of Occupancy is not considered as an approval of a violation of the provisions of the building codes and/or other ordinances and regulations of the City of Othello.**

## What if I am moving into a space that was occupied by another tenant?

A permit is required if you are moving into an existing space that has a Certificate of Occupancy although under some circumstances only a safety/fire inspection is necessary. If you want to qualify for this provision, the space must retain the same occupancy classification and use designated on the original Certificate of Occupancy and no work requiring permits is done. The space configuration and existing use must also remain the same. For more information contact our office at (509) 488-5686. If you need an updated Certificate of Occupancy under these circumstances, a safety/fire inspection is required. After the safety/fire inspection, a revised Certificate of Occupancy can most likely be issued reflecting the new tenant's name.



## Change of Use and Building Additions

The Building Code classifies all buildings by type of “occupancy” or use. There are many classifications in the code, but all buildings fall into 10 general categories:

- ◆ A—Assembly
- ◆ B—Business
- ◆ E—Educational
- ◆ F—Factory & Industry
- ◆ H—Hazardous
- ◆ I—Institutional
- ◆ M—Mercantile
- ◆ R—Residential
- ◆ S—Storage
- ◆ U—Utility

If you are changing the use of a building or tenant space, adding onto a building or modifying the construction of an existing space, you may need to fulfill permitting requirements not discussed in this brochure. Changing the use may result in changes in the number of required parking spaces or changes to the building to meet additional building and fire code requirements.